

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COUNTY FIRE COORDINATOR**

Jurisdictional Class: **Competitive**
Date Adopted: **Aug. 26, 1968 (part-time)**
Date Revised: **Jan. 1, 1998 (revised for full-time); MQ's 3/14/00; MQ's 8/03; MQ's 3/06**
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: A County Fire Coordinator administers fire emergency preparations and operations. With other designated emergency services administrators, the Coordinator plans and administers preparations for general disasters. The Coordinator operates under general direction of the Board of Supervisors and with the advice of the County Fire Advisory Board and state Office of Fire Prevention and Control. Incumbents develop, maintain, provide and supervise fire prevention, training, alarm and suppression programs and systems. The Coordinator is the liaison officer between the Board of Supervisors, the County Fire Advisory Board, and firefighters and fire fighting organizations in the county. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares, administers and directly supervises operation of the county Mutual Aid Plan including resource inventory, reporting, and communications systems;
Responds to and coordinates fire suppression activities at the scenes of mutual aid fires;
Schedules & administers State prepared trainings and fire prevention programs for volunteer firefighters;
Required to work with and/or assist all of the Coordinators located within Emergency Management and the Sheriff in overall management and supervision of the Schoharie County Emergency Operating Center;
Supervises special Fire Teams within the county as well as the maintenance of the Teams' equipment;
Appoints deputy County Fire Coordinators and establishes their order of command, prepares their work schedules, assignments, reviews and supervises their work;
If so appointed by the State Fire Administrator, acts as Regional Fire Administrator; but if not so appointed, cooperates fully with the Regional Fire Administrator;
Cooperates with peers in adjacent counties in carrying out inter-county mutual aid plans and operations;
Evaluates programs, estimates needs and recommends changes;
Prepares and administers an annual budget, prepares grant applications, keeps required fiscal and equipment records;
Prepares a variety of reports for the Board of Supervisors, Office of Fire Prevention and Control, and Fire Advisory Board;
May be asked to advise and give technical assistance to local governments and fire departments; speaks before boards, committees, and other agencies; and participates in or leads multi-agency projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern fire fighting and fire prevention methods; laws, rules and regulations pertaining to emergency and fire services; state and local emergency mobilization and mutual aid plans; and Schoharie County geography; working knowledge of radio, telephone and other emergency communications systems; ability to plan, coordinate and supervise appropriate emergency responses under pressure and in adverse circumstances; ability to establish and maintain working relationships with officials and officers of the state, neighboring counties and volunteer fire departments, and to explain and interpret fire planning, training and suppression activities; initiative, resourcefulness and good judgment.

Last Reviewed: n/a
Last Updated: Jan. 1, 1998 (revised for full-time); MQ's 3/14/00; MQ's 8/03; MQ's 3/06
Reviewed By: n/a
Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or equivalency; **AND**
- (B) A minimum of five (5) years serving in a Schoharie County Fire Department as either a Deputy County Fire Coordinator, Fire Chief, Assistant Chief or Captain; **AND**
- (C) Satisfactory completion of the following courses:
 - Firefighter I
 - Fire Officer I
 - NWCG Basic ICS (I-200)
 - Incident Safety Officer *or equivalent on all of the above*

NOTE: Volunteer service is qualifying service; plus, Military and/or College Level Fire Courses could be considered equivalent. Please contact the Civil Service Department with any questions.

SPECIAL REQUIREMENTS: Possession of a valid New York State Motor Vehicle license and a clean driving record plus, you must complete all of the additional Fire Training listed within the first 12 months in the position. The courses are as follows:

- Truck Company
- Haz-Mat Technician – Basic
- Fire Behavior & Arson Awareness
- Principles of Fire Investigation
- Rescue Technician – Basic
- Basic Wildland Fire Suppression
- Apparatus Operator *or equivalent on all of the above*